



April 16, 2003

ADMINISTRATIVE MEMORANDUM

To: Protection & Safety Workers
Protection & Safety Supervisors

From: Dawn Swanson, Protection & Safety Administrator
Chris Hanus, Protection & Safety Deputy Administrator of Programs
Sherri Haber, Protection & Safety Deputy Administrator of Operations
Kathy Carter, Protection & Safety Service Area Administrator
Michelle Eby, Protection & Safety Service Area Administrator
Jana Peterson, Protection & Safety Service Area Administrator
Maria Lavicky, Protection & Safety Service Area Administrator
Cindy Williams, Protection & Safety Service Area Administrator

RE: Standardized Case File Format

Effective May 1, 2003, the standardized case file format outlined on the following pages will be used for all new cases. This format will be used for **ALL** cases: Juvenile Services, Abuse/Neglect, Voluntary, Adoption etc. There are no exceptions. The case files will be six sided and will be separated into the sections described on the following pages. The Appendix information will be kept in a separate manila folder, so it can easily be removed from the case file when necessary.

Section One

Court and Legal Documents

Court 1(a)

- Notices of Hearing and Court Orders – First Hearing, Adjudication, Disposition, Review, Termination
- Subpoenas
- Juvenile Offender Orders or Journal Entries – First Appearance or Detention, Adjudication, Disposition, Transfer
- Petitions/Affidavits (CAN)

Legal Documents (1b)

- Birth Certificates
- Social Security Card
- Marriage Documentation
- Divorce Decrees
- Administrative Discharge (YRTC)
- Voluntary Placement Agreement (N-FOCUS, PS0857)
- Religious Documents
- Request for Petition (CAN)
- Request for Birth Certificate (IM-22)
- Guardian ad Litem Checklist
- Placement Change Affidavit

Administrative Hearing Information (1c) (JO)

- Placement, Program and Services Summary
- Notice of Preliminary Hearing and Allegations
- Notice of Finding of Probable Cause (PS-80 32005)
- Request for Administrative Revocation Hearing
- Recommendation and Order (from the parole Revocation hearing)

Photographs (1d)

- School, Snapshots, YRTC Photo, etc.

Section Two
Contacts
Correspondence
Institutional Documentation

Contact Information (2a)

- Child and Family Face Sheets
- Contact Numbers

Correspondence (2b)

- General Correspondence
- Newspaper Articles
- Release of Information (Medical and Others) (ASD-46, IM-27)

Institutional Documents (2c) (YRTC)

- Intake Summary
- HHS/OJS Placement Worker (YRTC-K/PRG-01)
- Group Leader Reports
- Individual Treatment Plan
- Release Recommendations
- Institutional Discharge
- Parole Violator's Summary
- Recommitment Summary
- Revocation Letter to Juvenile
- Release Summary (DCS-608)
- Admission Summary
- Youth Counselor Release Recommendation form

Section Three

Child and Youth Information

Placement (3a)

- Placement Agreements (N-FOCUS)
- FC Payment Determination Checklist (N-FOCUS)
- Disclosure (PS-0882A, PS-0882)
- Change of Placement Notification (N-FOCUS)
- Home Approval/Home Study (N-FOCUS)
- ICPC/ICJ (ICPC100A, PS1003, ICJ 1A/VI)
- Common Application for Group Home Referral
- Emergency Shelter Care Contract
- Placement Investigation Report

Medical (3b)

- Health Records
- Immunizations
- Child's Record for Placement
- Dental Information
- Eye Examination Information
- Health Check (EPSDT) form

Mental Health/Substance Abuse (3c)

- Counseling Reports
- Mental Health/Substance Abuse Evaluations
- Letters from Mental Health Providers
- Community Treatment Aide Reports
- Enhanced Treatment Group Home Reports
- Residential Treatment Center Reports
- Medicaid Managed Care Information
- Psychiatric/Psychological Evaluations/Reports

School (3d)

- Letter to school (N-FOCUS)
- Grades
- Attendance Records
- MDT/IEP Information
- Letter from Educational Professionals

Status/Juvenile Offender Information (3e)

- Notice of Case Assignment (JO)
- Conditions of Liberty (JO)
- Change in Conditions of Liberty (JO)
- Youth Responsibilities Agreement (SO)
- Grievance and Appeals Procedures (JO)
- Grievance Form (JO)
- Detainer for the Apprehension & Temporary Detention of Juveniles on Juvenile Parole (PS-1, DCS-76001) (JO)
- Travel Permit (JO)
- Release from Hold Order (JO)
- Initial Classification Form (JO)
- Routine Reclassification Form (JO)
- Urinalysis Test (JO)
- Pre-Dispositional Investigation Report (from probation)

- Closing Summary (DSS-095)
- Report of Sending State upon Parolee or Probationer (Form V) (JO)
- Parole or Probation Investigation Request (Form IV) (JO)
- Application for Services and Waiver (Form IA/VI) (JO?)
- Consent for Voluntary Return by Runaway, Escapee or Absconder (Form III) (JO)
- Requisition Form (Form I) (JO)
- Requisition for Return for Escapee/Absconder (Form II) (JO)

Adoption/Guardianship Information (3f)

Relinquishment

- Medical History
- Guidelines for Relinquishment Interview (LB712L)
- Non-Consent by Biological Parent (C-62-NC)
- Affidavit of Non-Consent (PS-56)
- Department Relinquishments (PS-58/N-FOCUS & 58A)
- Voluntary Relinquishment (N-FOCUS)
- Relinquish Acceptance Letter
- ICWA – Voluntary Relinquishment of Parental Rights
- ICWA – Certification by Judge of Voluntary Termination of Parental Rights
- Notice to Father
- Statement of Necessity to Identify Father (LB712J)
- Affidavit of Identification of Birth Father (LB712C)
- Notice to Father (LB712I, LB712K)
- Statement of Father (LB712L)
- Waiver of Written Notice (LB712M)
- Request for Biological Father Registry Certificate
- Notice of Intent to Claim Paternity and Obtain Custody (L-33)
- Certificate of No Claim of Paternity
- Statement of Legal Risk (LB712A)
- Affidavit of Due Diligence (LB712N)

Placement

- Adoption Exchange
- Adoptive Placement Agreement (N-FOCUS)
- Open Adoption Agreement

Adoption Finalization Forms

- Relinquishment of a Child for Purposes of Adoption (PS-57)
- Letter to Attorney
- Adoption Summary

Subsidy

- Subsidized Guardianship Agreement (N-FOCUS, PS-74)
- Determination of Child's Eligibility (N-FOCUS, PS-AS-50)
- Application for Subsidized Adoption (N-FOCUS, PS-AS-51)
- Subsidized Adoption Agreement (N-FOCUS, PS-AS-52)
- Determination of Child's Eligibility for Subsidized Adoption, Non-Recurring – Expense Reimbursement (PS-560)
- Agreement for Subsidy, Non-Recurring Adoption Expense Reimbursement (PS-561)
- Request for Reimbursement Non-Recurring Adoption Subsidy (PS-562)

Section Four

Family Record

Family Information (4a)

- Intake (without Reporter information) (N-FOCUS) (CAN)
- Initial Assessment (N-FOCUS) (CAN, SO)
- Evaluation Conclusion (DSS-82, N-FOCUS) (JO, SO)
- Safety Evaluation (N-FOCUS)
- Safety Plan (N-FOCUS)
- Finding Letter (N-FOCUS)
- Family Assessment (N-FOCUS, DSS-93, DSS-84, DSS-94)
- Responsibilities of Family and Department (HHS090A, DSS-90, DSS-95)
- OJS Evaluation also known as a Pre-Disposition Evaluation Report (JO)
- Risk Assessment; Youth Needs Assessment (DSS-85) (JO)
- Social History (N-FOCUS)
- Genogram
- Ecomap
- Paternity Information

Medical Information (4b)

- Medical Information on Family Members Who Are Not Wards

Mental Health/Substance Abuse (4c)

- Mental Health/Substance Abuse Evaluations
- Counseling Reports on Family

Financial (4d)

- Child Support Information
- Service Authorizations (N-FOCUS)
- Family Financial Information, Initial Eligibility and Review (IM-18AFC)
- Income and Resources Data (IM-18FC)
- Authorization & Billing documents
- Payment computation budget (IM-26FC)

Section Five **Other Reports**

Case Plan/Court Report (5a)

- 30-day Letter to the Court
- Case Plan (N-FOCUS)
- Court Report (N-FOCUS)
- Case Plan Addendum (N-FOCUS)
- Visitation Plan (N-FOCUS)

Independent Living (5b)

- Transitional Living Information
- PALS Assessment
- PALS Case Plan
- PALS Referral

FCRB/CASA 5c)

- Foster Care Review Board Reports
- CASA Reports

Service Referral and Report (5d)

- Placement Reports
- Service Referrals (N-FOCUS)
- Tracking Service Agreement
- Tracking Service Progress Report
- Electronic Monitor Reports (JO)
- Shelter Reports
- Family Support Reports
- Visitation Reports
- Other Reports from Providers

Section Six **Documentation**

Narrative (6a)

- Narratives/Contacts (N-FOCUS)
- Behavioral Accountability Meeting (JO)
- Transfer Summary

ICCU Data (6b)

ICWA (6c)

- Tribal Enrollment Letter
- Notification to Tribes
- Tribal Contacts

Appendix Information
(390 NAC 1-007.13b)

(This Information Maintained is in a Separate Manila File Folder)

- Law Enforcement Report about the CPS Investigation
- Law Enforcement Reports Related to Non-CPS Incidents
- Contacts with HHS Legal Staff, Attorney General's Office and Special Prosecutors (Attorney-Client Privileged Information)
- Information about HIV/AIDS Testing (Includes the Fact Child Was Tested and the Results)
- Psychiatric Notes
- Intake (with Reporter Information) (CAN) (N-FOCUS)
- Reporter Letter (N-FOCUS)